

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B6400144

PRINT DATE: 08/05/16

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SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

VENDOR ID:

ACCURATE FORMS AND SUPPLIES
1550 NORWOOD DR
STE 412
HURST, TX 76054
(314) 329-6193

REFER QUESTIONS TO:

IRIS LESTER BELL
(410) 767-4612
IRIS.LESTER@MARYLAND.GOV

ITB:

EXPR DATE: 11/17/16
POST DATE: 11/17/15

DISCOUNT TERMS: . NET 30 DAY
CONTRACT AMOUNT: 36,530.00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

AGENCY CONTRACT
FOR
PRINTING, SORTING, MAILING OF 1099G FORMS

DESIGNATED AGENCY: COMPTROLLER OF MARYLAND

AGENCY CONTACT: STEVEN GAUL
410-260-7605
SGAUL@COMP.STATE.MD.US

VENDOR: ACCURATE FORMS AND SUPPLIES

VENDOR CONACT: KRISTIE CAMPBELL
(314) 329-6193
KRSCAMPBELL@HOTMAIL.COM

CONTRACT PERIOD: THIS CONTRACT IS FOR ONE (1) YEAR FROM DATE OF
AWARD, NOVEMBER 18, 2015 THROUGH NOVEMBER 17, 2016.

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TERMS (cont'd):

THIS CONTRACT, OR ANY PART OF THE CONTRACT MAY, BE RENEWED FOR FOUR (4) ONE (1) YEAR TERMS BY THE MUTUAL AGREEMENT BETWEEN DGS AND THE CONTRACTOR. NOTICE TO THE STATE OF MARYLAND OF THE CONTRACTOR'S INTENT NOT TO RENEW THE CONTRACT SHALL BE GIVEN, IN WRITING, TO THE PROCUREMENT OFFICER AT LEAST ONE-HUNDRED AND TWENTY DAYS BEFORE THE EXPIRATION DATE.

SCOPE OF CONTRACT: THIS IS A REQUIREMENTS CONTRACT FOR SUPPLYING THE USING AUTHORITY WITH THE PRINTING, SORTING AND MAILING OF 1099G FORMS FOR THE COMPTROLLER OF MARYLAND, DURING THE CONTRACT PERIOD.

RELEASES SHALL BE MADE AS REQUESTED BY THE USING AUTHORITY ON AN "AS REQUIRED" BASIS.

QUANTITIES STATED ARE ESTIMATES ONLY AND ARE NOT TO BE CONSTRUED AS ANY MINIMUM OR MAXIMUM GUARANTEE. USAGE WILL BE FOR THE ACTUAL REQUIREMENTS OF THE AGENCY AND MAY VARY APPRECIABLY FROM THE ESTIMATED QUANTITIES.

CONTRACT SHALL REMAIN IN EFFECT FOR THE TIME PERIOD SPECIFIED UNLESS THE CONTRACT IS TERMINATED BY THE BUREAU. THE BUREAU MAY TERMINATE ANY CONTRACT WITHOUT SHOWING CAUSE UPON THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR.

PRICE ESCALATION/DE-ESCALATION: UPON WRITTEN REQUEST TO THE PROCUREMENT OFFICER, PRICE ESCALATIONS WILL BE CONSIDERED ANNUALLY AND SHALL BE BASED ON THE PERCENTAGE CHANGE IN THE U. S. DEPARTMENT OF LABOR, BUREAU OF LABOR STATISTICS (BLS) PRODUCER PRICE INDEX (PPI) FOR FINANCIAL AND LEGAL PRINTING, NUMBER WPU 093704, NOT SEASONALLY ADJUSTED, FOUND AT WWW.BLS.GOV/PPI/. SHOULD THE SPECIFIED PPI BE ELIMINATED OR UNAVAILABLE BY BUREAU OF LABOR STATISTICS, THE DEPARTMENT OF GENERAL SERVICES WILL SELECT A COMPARABLE SERIES IDENTIFICATION NUMBER OR INDEX TO SUBSTITUTE.

USAGE REPORT:

A REPORT MUST BE FURNISHED BY THE SUCCESSFUL VENDOR EVERY THREE MONTHS DETAILING THE PURCHASE OF ALL ITEMS ON THE CONTRACT. FORMAT SHALL BE AT VENDORS OPTION PROVIDING THAT, AS A MINIMUM, THE REPORT REFLECTS THE CONTRACT NUMBER, CONTRACT ITEM NUMBER, THE DOLLAR VOLUME PURCHASED OF EACH ITEM, AGENCY IDENTIFICATION, AND THE CONTRACT TOTAL. THE REPORT MUST BE FILED WITHIN THIRTY (30) DAYS AFTER THE END OF EACH REPORTING PERIOD. ANY EXCEPTION TO THIS MANDATORY REQUIREMENT MAY RESULT IN CANCELLATION OF THE AWARD. FAILURE TO PROVIDE THE REPORT WITH THE MINIMUM REQUIRED INFORMATION MAY ALSO NEGATE ANY CONTRACT EXTENSION CLAUSES. ADDITIONALLY, VENDORS WHO ARE DETERMINED TO BE IN OF THIS MANDATORY REPORT REQUIREMENT WILL NOT BE ALLOWED TO BID ON

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TERMS (cont'd):

ANY FUTURE REQUIREMENTS.

A PROOF MUST BE PROVIDED AT NO COST TO THE STATE.

NOTE: THE CONTRACTOR IS RESPONSIBLE FOR THE CONFIDENTIALITY OF ALL INFORMATION CONTAINED IN ANY/ALL FILES RECEIVED FROM THE STATE PERTAINING TO THIS CONTRACT.

CONFIDENTIALITY:

SUBJECT TO THE MARYLAND PUBLIC INFORMATION ACT AND ANY OTHER APPLICABLE LAWS, ALL CONFIDENTIAL OR PROPRIETARY INFORMATION AND DOCUMENTATION RELATING TO EITHER PARTY (INCLUDING WITHOUT LIMITATION, ALL SOCIAL SECURITY NUMBERS, TAX INFORMATION, CONFIDENTIAL FINANCIAL INFORMATION, AND ANY OTHER CONFIDENTIAL INFORMATION OR DATA) SHALL BE HELD IN ABSOLUTE CONFIDENCE BY THE OTHER PARTY.

EACH PARTY SHALL, HOWEVER, BE PERMITTED TO DISCLOSE RELEVANT CONFIDENTIAL INFORMATION TO ITS OFFICERS, AGENTS AND EMPLOYEES TO THE EXTENT THAT SUCH DISCLOSURE IS NECESSARY FOR THE PERFORMANCE OF THEIR DUTIES UNDER THIS CONTRACT, PROVIDED THE DATA MAY BE COLLECTED, USED, DISCLOSED, STORED AND DISSEMINATED ONLY AS PROVIDED BY AND CONSISTENT WITH THE LAW AND THE CONFIDENTIALITY PROVISIONS OF THE RFP. THE PROVISIONS OF THIS SECTION SHALL NOT APPLY TO INFORMATION THAT (A) IS LAWFULLY IN THE PUBLIC DOMAIN; (B) HAS BEEN INDEPENDENTLY DEVELOPED BY THE OTHER PARTY WITHOUT VIOLATION OF THIS CONTRACT; (C) WAS ALREADY IN THE POSSESSION OF SUCH PARTY; (D) WAS SUPPLIED TO SUCH PARTY BY A THIRD PARTY LAWFULLY IN POSSESSION THEREOF AND LEGALLY PERMITTED TO FURTHER DISCLOSE THE INFORMATION; OR (E) WHICH SUCH PARTY IS REQUIRED TO DISCLOSE BY LAW.

THERE SHALL BE NO SUBCONTRACTING OF ANY PORTION OF THIS CONTRACT.

QUOTED PRICE TO BE F.O.B. DESTINATION TO ANY POINT WITHIN THE STATE OF MARYLAND AND INCLUDE ALL SHIPPING, HANDLING AND ADMINISTRATIVE CHARGES.

PAYMENT TERMS TO BE NET, 30 DAYS.

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FORMS

NOTE: UNIT OF MEASURE IS PER THOUSAND.
CUSTOM DESIGN, PRINTING PROCESSING IMAGING AND MAILING OF 1099G FORMS
ANY BALANCE OF FORMS MUST BE DELIVERED TO REVENUE ADMINISTRATION
WITHIN TEN BUSINESS DAYS AFTER MAILING. EXACT AMOUNTS FOR MAILING
WILL BE DETERMINED BY REVENUE ADMINISTRATION AS SOON AS THE
INFORMATION BECOMES AVAILABLE. OVERUNS UP TO 2 PERCENT OF THE
QUANTITY SPECIFIED WILL BE ACCEPTED. VENDOR MUST GUARANTEE SHIPMENT
OF NO LESS THAN THE QUANTITY ORDERED.

*****NO UNDERRUNS ARE ACCEPTABLE*****

1099G SPECIFICATIONS:

SPECIFICATIONS ARE FOR THE DESIGN, PRINTING, PROCESSING, IMAGING AND
MAILING OF 1099G FORMS.

PRICING INCLUDES THE COST OF ALL DESIGN, PRINTING, DATA
PROCESSING, IMAGING, AND MAILING SERVICES. VENDOR MUST ALSO HAVE NCOA
AND CASS CERTIFICATION CAPABILITIES. SUBCONTRACTING IS NOT PERMITTED
FOR ANY OF THE ABOVE MENTIONED FUNCTIONS. POSTAGE WILL BE PAID
SEPERATELY BY REVENUE ADMINISTRATION.

QUANTITIES: 1,300,000 COPIES, (THIS IS AN ESTIMATE ACTUAL FIGURES
WILL BE PROVIDED WHEN KNOWN.) WHICH WILL REQUIRE MAILING
TO INDIVIDUAL TAXPAYERS.

ANY BALANCE MUST BE DELIVERED TO REVENUE ADMINISTRATION
WITHIN TEN BUSINESS DAYS AFTER MAILING. EXACT AMOUNTS
FOR MAILING WILL BE DETERMINED BY REVENUE ADMINISTRATION
AS SOON AS THE INFORMATION IS AVAILABLE.

OVER-RUNS: UP TO 2 PERCENT OF THE QUANTITY SPECIFIED WILL BE
ACCEPTED. HOWEVER, VENDOR MUST GUARANTEE SHIPMENT OF NO
LESS THAN THE QUANTITY ORDERED. NO UNDER-RUNS ARE
ACCEPTABLE.

REVENUE ADMINISTRATION RESERVES THE RIGHT TO ADJUST QUANTITIES WITHIN
10 PERCENT OF THE ORIGINAL QUANTITY ORDERED, BASED UPON THE NUMBER OF
ACCOUNTS ON RECORD WITH THE DEPARTMENT.

COPY: VENDOR WILL SUPPLY ALL CAMERA READY ART AND IS RESPONSIBLE FOR
COMPLIANCE OF ALL FACETS OF COPY WITH THE INTERNAL REVENUE
SERVICE REGULATIONS.

REVENUE ADMINISTRATION WILL SUPPLY COPY CHANGES TO VENDOR.

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EXPRESS MAIL SERVICE: AT REVENUE ADMINISTRATION'S DISCRETION, THE VENDOR MUST PICK UP OR DELIVER ALL SAMPLES, COPY OR PROOFS, OR UTILIZE AN EXPRESS MAIL SERVICE. THIS EXPRESS MAIL SERVICE (AT REVENUE ADMINISTRATION'S DISCRETION) IS PAID BY VENDOR TO PRECLUDE A PERSONAL VISIT. REVISIONS TO COPY MUST BE RECEIVED BY REVENUE ADMINISTRATION WITHIN SEVEN BUSINESS DAYS OF RECEIPT.

CONTRACT LIAISONS:

VENDOR CONTACT - VENDOR WILL DESIGNATE AN EMPLOYEE TO ACT AS A CONTACT PERSON IN MATTERS REGARDING THIS CONTRACT. UPON NOTIFICATION OF AWARD, VENDOR MUST PROVIDE THE NAME, TITLE AND TELEPHONE NUMBER OF THEIR CONTACT PERSON TO REVENUE ADMINISTRATION.

REVENUE CONTACT - REVENUE ADMINISTRATION'S CONTACT FOR QUESTIONS REGARDING THIS CONTRACT, TECHNICAL SPECIFICATIONS, PROOF APPROVALS, DELIVERY SCHEDULES, POSTAGE ACCOUNT, COST CHANGES, ETC. IS:

STEVEN GAUL
TME
REVENUE ADMINISTRATION DIVISION, ROOM 404
110 CARROLL STREET
ANNAPOLIS, MD 21411
TELEPHONE: 410-260-7605
FAX: 410-260-7157

DIRECT BILLING, INVOICES, AND ACCOUNTING INFORMATION TO:

SUSAN PHILLIPS
COMPTROLLER OF MARYLAND
FINANCE OFFICE, ROOM 214
LOUIS L. GOLDSTEIN TREASURY BUILDING
P.O. BOX 466
ANNAPOLIS, MD 21404-0466

PRINT CONDITIONS INSTRUCTIONS TO BIDDERS: SUBCONTRACTING IS NOT PERMITTED EXCEPT FOR PRINTING/PROCUREMENT OF SHIPPING BOXES, PALLETS AND FREIGHT SERVICES.

SECURITY: REFERENCE DEPARTMENT OF GENERAL SERVICES SECURITY REQUIREMENTS.
CONTRACTOR MUST SUBMIT SURETY PERFORMANCE BOND (100 PERCENT OF BID) WITHIN TEN DAYS AFTER THE AWARD.

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VENDOR DEFAULT PENALTY: IF VENDOR FAILS TO DELIVER OR MEET THE PRINTING SPECIFICATIONS PROVIDED HEREIN, THE STATE MAY TERMINATE THIS AGREEMENT AND PROCURE, IN SUCH MANNER AS IT MAY DEEM APPROPRIATE, SERVICES SIMILAR TO THAT PROVIDED BY VENDOR. VENDOR SHALL BE LIABLE TO THE STATE FOR ANY REASONABLE EXCESS COST OF SUCH SIMILAR SERVICES.

VENDOR TAX STATUS: UPON THE SUBMISSION OF THE BID, VENDOR WARRANTS IT HAS NO DELINQUENCIES FOR ANY MARYLAND TAX TO WHICH IT IS SUBJECT, EXCLUDING TAX MATTERS WHICH ARE UNDER APPEAL.

EEO AFFIDAVIT: CONTRACTOR MUST ABIDE BY AFFIRMATIVE ACTION PROVISIONS OF THE STATE

CONFIDENTIALITY OF INFORMATION: DATA PROVIDED BY REVENUE ADMINISTRATION IS CONFIDENTIAL, REMAINS THE PROPERTY OF REVENUE ADMINISTRATION AND CAN BE USED ONLY FOR PURPOSES OUTLINED. SUCH INFORMATION SHALL NOT BE PUBLISHED, CIRCULATED OR USED BY VENDOR IN A MANNER OTHER THAN THAT SPECIFIED HERIN. VENDOR IS SUBJECT TO CRIMINAL PENALTIES FOR DISCLOSURE OF SUCH INFORMATION.

WORKMANSHIP: ALL WORK MUST BE PERFORMED IN A THOROUGH, ACCURATE AND FIRST-CLASS MANNER. PRESSWORK SHALL BE OF FIRST GRADE, PRODUCING CLEAR, CLEAN, SHARP IMPRESSIONS. FINISHED FORMS SHALL BE FREE OF ALL DEFECTS IN PAPER AND PRINTING THAT MAY DEGRADE APPEARANCE, PERFORMANCE AND SERVICEABILITY.

PAPER STOCK: SIZE WILL BE 6 X 8.5 FOLDED TO 6 X 4.25 WHEN MAILED, PRODUCED ON 75 LB. WHITE MAILER STOCK.

INK: FRONT AND BACK WILL BE ONE COLOR BLACK INK.

PERFORATIONS: THERE WILL BE THREE PERFORATIONS THAT ARE PARALLEL TO THE SIX INCH DIMENSION. ALL THREE PERFORATIONS RUN ACROSS THE ENTIRE WIDTH OF THE FORM.

ONE PERFORATION WILL BE .25 FROM THE TOP OF THE FORM AND THE SECOND WILL BE .25 FROM THE BOTTOM OF THE FORM. THE THIRD PERFORATION WILL BE 4.25 FROM BOTH THE TOP AND BOTTOM OF THE FORM.

IMAGING: PRINT QUALITY OF NAME AND ADDRESS INFORMATION MUST MEET USPS STANDARDS. ADDRESSES AND OTHER VARIABLE INFORMATION SUPPLIED ARE TO BE VENDOR IMAGED PRINTED ON BOTH THE FRONT AND BACK OF THE 1099G FORMS. VARIABLE DATA WILL INCLUDE, BUT NOT BE LIMITED TO: NAME AND ADDRESS, (WE WILL NOT PRINT ANY SOCIAL SECURITY #'S ON THE 1099G), MONEY AMOUNTS, ETC.

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FOLDING: AFTER BEING VARIABLY IMAGED ON BOTH SIDES, THE FORM IS FOLDED IN HALF ON THE MID FORM PERFORATION SO THAT THE OUTGOING ADDRESS AND POSTAL BAR CODE ARE POSITIONED ABOVE THE FOLD PERFORATION, MEETING POSITIONING REQUIREMENTS FOR POSTAL AUTOMATION DISCOUNTS FOR A DOUBLE POST CARD MAILING. (AUTOMATION AND/OR NONAUTOMATION PRE-SORT) THE FORM IS TO BE FOLDED TO POSITION THE TWO PERFORATIONS THAT ARE .25 FROM THE TOP AND BOTTOM OF THE FORM EXACTLY ON TOP OF EACH OTHER, CREATING A STUB THAT MUST BE REMOVED TO OPEN THE FORM.

GLUING SEALING: FORMS MUST BE SOLID GLUED ACROSS FORM IN THE STUB AREA CREATED BY THE TWO PERFORATIONS THAT ARE .25 INCH FROM BOTH THE TOP AND BOTTOM OF THE FORM. GLUE MUST NOT BE PLACED CLOSER .25 INCH FROM ANY PRINTED OR IMAGED INFORMATION.

TEST: FORMAT ADDRESS INFORMATION ACCORDING TO CURRENT U.S. POSTAL SERVICE REGULATIONS. TEST DATA MUST BE RETURNED TO REVENUE ADMINISTRATION WITHIN TEN (10) DAYS OF WRITTEN FINAL APPROVAL OF TEST DATA.

LIVE PRODUCTION: POSTCARDS DAMAGED BY MALFUNCTIONS OF MACHINERY MUST BE REPLACED AT NO COST TO REVENUE ADMINISTRATION. ALL ADDRESS INFORMATION AND IDENTIFICATION DATA MUST BE LEGIBLE AND FUNCTIONAL FOR MAILING AND PROCESSING PURPOSES. RETURN PRODUCTION AND ADDRESS CORRECTION DATA TO REVENUE ADMINISTRATION WITHIN TWENTY (20) DAYS OF MAILING POSTCARDS.

TEST REQUIREMENTS: VENDOR WILL SUPPLY REVENUE ADMINISTRATION WITH 1,000 FORMS (1099G), IMAGED WITH ALL VARIABLE DATA WITHIN FIFTEEN (15) DAYS OF PROOF APPROVAL. VENDOR WILL SUPPLY ADDITIONAL TESTS AS NEEDED UNTIL ACCURATE DATA TEST IS ACCOMPLISHED. STATE WILL NOT GRANT APPROVAL FOR ACTUAL PRODUCTION UNTIL TEST DOCUMENTS ARE APPROVED IN WRITING BY REVENUE ADMINISTRATION.

QUALITY CONTROL PRODUCTION SAMPLING: VENDOR MUST MANUFACTURE THE MAILING PIECE ASSURING A PERFECT MATCH BETWEEN PERSONALIZED INTERNAL INFORMATION AND OUTSIDE MAILING ADDRESS.

VENDOR MUST ESTABLISH A SYSTEM OF QUALITY CONTROL WHICH INCLUDES AN INSPECTION PROCEDURE FOR EACH PHASE OF THE PRODUCTION RUN. VENDOR MUST SUBMIT THIS PLAN WITH THE OFFICAL BID FOR APPROVAL BY THE DEPARTMENT OF REVENUE.

VENDOR MUST PROVIDE REVENUE ADMINISTRATION WITH SAMPLES (VIA EMAIL, FAX, DELIVERY, FED EX, ETC.) OF LIVE IMAGED DATA/FORMS FOR EVERY PRODUCTION RUN, DURING OR IMMEDIATELY FOLLOWING EACH RUN.

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PROCEDURES WILL BE DEVELOPED BY REVENUE ADMINISTRATION, BASED ON TYPES OF FORMS, QUANTITY OF RUNS, ETC., WHICH WILL BE DISCUSSED AT THE PRE-BID CONFERENCE AND PROVIDED TO VENDOR UPON AWARD.

NOTE: DUE TO NECESSITY OF DATA REVIEW BY THIS DEPARTMENT, VENDOR WILL PROVIDE REVENUE ADMINISTRATION 48 HOURS ADVANCE NOTICE OF ALL IMAGE RUNS. THE DEPARTMENT, AT ITS SOLE DISCRETION, MAY BE PRESENT DURING ANY PHASE OF PRODUCTION TO OBSERVE OPERATIONS AND CHECK THE QUALITY OF PRODUCTION. NO POSTCARDS WILL BE ENTERED INTO THE MAIL SYSTEM UNTIL PRESS PROOF APPROVAL HAS BEEN GIVEN BY REVENUE ADMINISTRATION.

MAILING POSTAL REQUIREMENTS: DOUBLE POSTCARD MAILED AT THE POSTCARD RATE WITH MAXIMUM SAVINGS. A LETTER OF CERTIFICATION FROM THE POST OFFICE USED BY THE VENDOR'S PRODUCTION FACILITY THAT APPROVES THE POSTAGE RATE FOR THE REQUIRED FORM CONSTRUCTION MUST BE SUBMITTED WITH THIS BID TO QUALIFY FOR AWARD.

MAINTAIN A THOROUGH QUALITY ASSURANCE PROGRAM TO GUARANTEE THAT NONE OF THE DELIVERED FORMS HAVE ILLEGIBLE INFORMATION.

REVENUE DEPARTMENT'S COMPANY PERMIT WILL BE USED. POSTAGE AND PERMIT FEES WILL BE PAID DIRECTLY TO THE POST OFFICE BY REVENUE ADMINISTRATION. (DO NOT INCLUDE IN BID).

ALL ORIGINAL POSTAGE (USPS 3602-R'S AND 3607'S) STATEMENTS AND RECEIPTS MUST BE EMAILED TO REVENUE ADMINISTRATION'S CONTACT.

PRODUCTS MUST BE ADDRESSED, PREPARED FOR MAILING AND DELIVERED TO U.S. POST OFFICE IN MARYLAND FOR DELIVERY, NO SOONER THAN JANUARY 09,2015 NOR LATER THAN JANUARY 31, 2015. NO MORE THAN 100,000 DELIVERED TO USPS IN MD EACH DAY, STARTING ASAP.

NOTE: FEDERAL LAW STIPULATES THAT ALL 1099G FORMS BE POSTMARKED NO LATER THAN JANUARY 31.

AFTER COMPLETION OF THE 1099G PRODUCTION, A REPORT OF ALL INCOMPLETE ADDRESSES WILL BE PROVIDED TO REVENUE ADMINISTRATION'S CONTACT.

_____ END OF ITEM LIST _____

***** LAST PAGE *****

AUTHORIZED BY: _____ DATE: _____

BUYER AUTHORIZED DESIGNEE